

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-175 **Issue Date:** 10-10-14 **Closing Date:** 10-24-14

Case Manager
Tribal Kinship Care Program
Department of Justice Services
Hourly Wage: \$13.87/Full-Time/Regular

This work requires solid knowledge of the importance of Kinship Care and is responsible to work with caregivers and their families around keeping the family unit strong. Performs traditional information about the program itself and identifies existing information resources of use to caregivers. This incumbent will conduct home visits, return phone calls and attend trainings around youth in out of home care. Prepare and maintain client case files to include individual advocacy and follow up; proactively intervenes with State/Private/Tribal Service Providers to make sure individual caregivers get the services they need and are eligible for on behalf of the youth. Assist in coordinating and conducting support groups or assist Program Manager in hosting and organizing support groups. Incumbent will review files closely to ensure family goals are successfully achieved and that the files are in compliance with record reviews; will also compile reports on data as or when needed and comply with monthly reports making recommendations to Program Manager. Gathers and assembles data on the families served, services provided, and where possible, the outcomes of the Programs assistance. Must be well aware of budgets and knowledge of JD Edwards. Must be able to process invoices for payments, create purchase orders, process travel arrangements to/from trainings. Process Mileage reimbursements, inventory control, work with local businesses to create accounts for families with direct service needs. Process vouchers based on assessment with each family on approved services. Ensure invoices are processed immediately so no delay in payment with vendors willing to work with the Kinship Program. Get documents processed as needed.

Knowledge, Skills and Abilities:

- Knowledge in Kinship Care and Case Management.
- Knowledge of Indian Culture and Yakama Traditions along with the values as related to families.
- Knowledge of the Indian Child Welfare Act.
- Ability to communicate effectively with families and clients who are experiencing sensitive, social, or economic problems and challenges.
- Knowledge of JE Edwards within Yakama Nation used by Finance Department and Central Accounting.
- Ability to exercise mature judgment when evaluating and recommending solutions in specific situations.
- Ability to listen, observe, and empower caregivers and record a variety of information and ability to communicate effectively both orally in public speaking situations and in writing.
- Ability to maintain strict confidentiality as it pertains to program mission.
- Ability to utilize a computer, use basic software, create power points, brochures, newsletters. Maintain and operate social media as a resource center for caregivers.
- Ability to be a Trainer on any given topics suggested by caregivers pertaining to Kinship Care and/or be a Presenter at Conferences.
- Ability to work under pressure with deadlines and ability to work independently as well as productively. To include, the ability to understand and implement oral instructions.

General Recruiting Indicators:

- High School diploma
- Or, on to two years of community service work experience, preferably in case management or Indian Child Welfare.
- Must provide references for community services work experience and have knowledge in Kinship Care or have been a Kinship Caregiver.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License and obtain a Tribal Drivers Permit.